K Engl., Scot. & Irel., Commons.
Commissioners of Excise
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Additionall ORDERS AND RULES Agreed and Resolved by

The Commissioners of Excise, to be Observed by all Sub-Commissioners and their Deputies in the severall Port Towns, throughout *England* and *Wales*, for the due managing of the said Ports in relation to goods Imported or Exported.

I.

YOU are to Sign no Warrant for the taking up of any Goods or Merchandize before the Merchant hath made due Entrie under his hand with you, or paid the Duty of Excise: all which Enteries you are to keep upon a File in the Office of Excise, and to

keep a Regiſter Book of thoſe Entries, fair written.

II. You are from the ſaid Entries, to frame and keep an Accompt with every particular Merchant in a fair leadger book in the way of Debtor and Creditor, making him Debtor for what he imports, and Creditor for what he ſells and tranſports again.

III. You are to admit of no Certificate for any goods, coming from any Port of *England*, or *Wales*, but what is ſigned by the Officers for the Exciſe; beſides the Certificate, ſigned by the Officers for the Cuſtomes and Exciſe.

IV. You are ſtrictly to hold the Shopkeeper, and Conſumptioner that imports any goods of his own Trade, to the Rule of the Act, *viz.* not to ſuffer him to take away his goods being duly entred, until veiwed by the ſworn Officers, and the Exciſe paid, according to the fifteenth Article.

V. You are according to the twenty fifth Article, forthwith to appoint Officers to take view of all Merchants goods reſting in their Ware-houſes, Cellers, *&c.* and to ſee what goods they have remaining upon their hands, and to compare the returns made by thoſe Officers, with the particular accompts of the Merchants in your book, and for all that

is not duly discharged in your book, by Sale, Certificate of Expostation, allowance for leakadge defects, waste accidents, and the like, and is not upon their hands; you are forthwith to require Excise for the same, and then you are to adjust his accompt unto that day, and to transfer the resſat upon a new accompt.

VI. You are strictly to look after the shipping of all goods outwards, especially such as are to be sent from Port to Port, that you suffer none to pass without a Certificate from you directed to the Sub-Commissioners in the Port to which it goes, or to the Surveyor-General in the Port of *London* if sent thither, in which Certificate to be particularly expressed, *viz.*

1. *The name of the Ship or Vessel, carrying the same, and the Master thereof.*
2. *The true denomination and number of the Bales, Packs, Casks, or other Vessels, in which the said commodities are contained.*
3. *The net, weight, measure, or just contents and values of the several commodities expressed in words, and not in figures.*
4. *To express whether the duty of Excise be paid, and when or whether Bond be*

entred into for the delivering, and due entry of the goods in the Office of Exciſe in the Port, whither the goods are ſent, and the time when, this to be particularly expreſſed, and not under thoſe general words accuſtomarily uſed, viz. *for which ſatisfaction is given.*

VII. You are quarterly to ſend up an accompt of all fines and forfeitures by you levied, together with the receipts of all ſuch informants, and other perſons to whom the moiety of ſuch fines, and forfeitures, ſhall be by you diſpoſed of and given, deducting the neceſſary charges from the whole, according to the forty firſt Article of the ſaid Act.

VIII. You are to keep due Regiſter of all the judicial proceedings, entring into the ſame the proof made upon any information, and all other things neceſſary for the clearing of your proceedings, according to the Rule of the Act; and you are to enter in a book by it ſelf all Affidavits, which ſhal be taken from time to time, by any perſon, either for the clearing and diſcharging of any accompts, for delivering up any Bond; which Affidavits ſo taken are to be ſigned and ſubſcribed by ſuch perſon or perſons as ſhall make the ſame accordingly.

IX. In all your warrants for the Commit-

mitment of any perſon to Priſon, you are to certifie the cauſe, and your proceedings according to the Rule of the Act.

X. You are to cloſe your accompt at the quarter, and forthwith to ſend the ſame, obſerving ſuch form in the keeping & making up your accompts as ſhall be preſcribed to you by the Accomptant General appointed by the Commiſſioners for the Office of Exciſe *London*.

XI. You are to receive no monies due for Exciſe privately, the one without the cognizance of the other, but in the Office or place in which you ſit for the receipt of the ſame, and you are to enter to accompt all monies received, preciſely upon the ſame day you receive it.

XII. If any Veſſel bound for *London*, from any other Port, touch at your Port, and there deliver or unload any of the goods mentioned in any of their Certificates, you are required to certifie what of the ſaid goods are landed with you, either on the back of the Certificate, or writing diſtinct, mentioning it to be part of ſuch a Certificate.

XIII. You are enjoyned to ſend up Tranſcripts of all ſuch Tickets and Certificates as have already come to your hands from any Port, Place, or Sub-Commiſſioner, ſince the

25 of *March* 1654. and for the future, quarterly to ſend up with your accompt, tranſcripts of all ſuch Tickets and Certificates as ſhall hereafter come to your hands.

XIV. For the better prevention of counterfeit Tickets and Forgeries, you are from time to time, to ſend up your own names together with the name of the Perſon or Perſons imployed under you, or intruſted in your abſence, in a fair paper, all ſubſcribed by you and them, each man writing his own name thereto ſeverally, and when you make any change of ſubordinate Officers, you are to intimate the ſame in like manner as directed, which paper ſo ſubſcribed is to remain in the Office here, to be compared with the Certificates here as often as received.

XV. The Office Seal to be affixed to every Cocquet and Certificate.

XVI. And laſtly, you are to take ſpecial care, That you nor your Deputies Sign any Certificate, or let paſs twice for one and the ſame parcel of Goods, that ſhall at any time be tranſported from your Port to any other Port or Place whatſoever.

May 19. 1654.

ORdered by the Commiſſioners of the Exciſe, That the foregoing Orders be obſerved of all and every the Sub-Commiſſioners of the Ports accordingly.

Thomas Tucker, Regiſter.

London, Printed by *John Macock*, and *Gartrude Dawſon*. 1654.